

Academic Renewal Checklist:

What to look for:

- ☐ Are all transcripts on file from all institutions attended?
- ☐ Have you checked for course repeats? (Repeated courses will automatically be coded as a repeat unless specifically requested as Academic Renewal on the form)
- ☐ Has the excluded coursework been taken at least 1 years prior to the date of the Academic Renewal petition?
- ☐ Has the student taken at least 15 units after completion of the units being petitioned for exclusion? (units from all institutions will be included, there is no longer a minimum MiraCosta unit requirement to be eligible)
- ☐ Does the student have a minimum 2.0 GPA for all units taken after completion of the units being petitioned for exclusion? (grades from all institutions will be included)

Reminders:

- ☐ Signatures from both counselor and student are required.
- ☐ "W" grades cannot be excluded via the academic renewal process and should not be included on the renewal form.
- ☐ If the current semester courses need to be included to be eligible, then ideally, the Academic Renewal form should be submitted at the end of the semester, or indicate on the form to hold until the end of the semester.
- ☐ Courses cannot be excluded if the course was used to meet a MiraCosta degree or certificate. This only applies to students who have already earned a degree or certificate, and only relevant to courses with a grade of "D".
- ☐ A maximum of 30 units may be excluded. Academic Renewal from other schools are not count toward our 30 maximum units.
- ☐ No excluded units may be reinstated.
- ☐ Academic Renewal can be done more than once.